

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

DEPARTMENT OF HOMELAND SECURITY
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
National Maritime Security Advisory Committee
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
Maritime Transportation Security Act of 2002 (Public Law 107-295)
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
The National Maritime Security Advisory Committee will advise, consult with, and make recommendations to the Secretary of Homeland Security, via the Commandant of the Coast Guard, on matters affecting national maritime security
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>The National Maritime Security Advisory Committee is a statutory committee. The composition and experience of the committee is prescribed in the authorizing legislation. The National Maritime Security Committee shall consist of not less than seven members appointed by and serving at the pleasure of the Secretary of the Department of Homeland Security. Each member shall have at least five years practical experience in maritime security operations, and the make of the committee shall include:</p> <ul style="list-style-type: none"> • at least one individual who represents the interests of the port authorities; • at least one individual who represents the interests of the facilities owners or operators; • at least one individual who represents the interests of the terminal owners or operators; • at least one individual who represents the interests of the vessel owners or operators; • at least one individual who represents the interests of the maritime labor organizations; • at least one individual who represents the interests of the academic community; • at least one individual who represents the interests of State and local governments; and • at least one individual who represents the interests of the maritime industry. <p>Membership is spread as equitably as possible, across each of the eight statutorily required categories for membership.</p> <p>Authorizing legislation refers to members who "represent the interests" of a specific category. As such, individuals appointed to this committee are Representative members.</p>

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

None, the statutorily required categories provide a sufficient level of balance to accomplish the work of the committee. To ensure the recommendations of the committee take into account the needs of the diverse groups served by the Department of Homeland Security, membership will also consider, to the extent practicable, individuals and/or organizations that represent minorities, women, and persons with disabilities.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

The Designated Federal Officer will solicit candidate names from the maritime industry via an announcement in the Federal Register. The candidate list that will be evaluated by the Designated Federal Officer and Alternate Designated Federal Officer, and staff from the Office of Port and Facility Compliance using the following factors:

Factor 1: Does the Candidate fill a slot from an outgoing member (fall within the 8 statutorily required categories)?

Factor 2: Does the Candidate's background fit into the committee's mission?

Factor 3: Rank the Candidate's expertise/knowledge relevant to the 8 statutorily required membership categories.

Factor 4: Does the Candidate have any endorsements?

A list of the best qualified candidates for each of the required membership categories to be filled will be developed and discussed within the Coast Guard. The resulting top candidates will be vetted through the Department of Homeland Security. The Commandant of the Coast Guard then recommends candidates for appointment to the Secretary of the Department of Homeland Security. If any vacancies occur during the life of the committee, the Designated Federal Officer will review the initial candidate list, identify the best qualified candidates to replace the lost point of view, and initiate the review process as described above. The Designated Federal Officer will strive to fill committee vacancies no later than 6 months after the position is vacated. Committee members will be appointed for up to a 5-year term.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The National Maritime Security Advisory Committee has no standing subcommittees. Membership of any ad hoc subcommittees will be made up of subject matter experts for the particular issue the subcommittee is being formed to address. It will be balanced to reflect the 8 statutorily required membership categories. Membership can be made up of National Maritime Advisory Committee members, non-members, or a combination of both.

(8) OTHER

Provide any additional information that supports the balance of the FAC

N/A

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

Updated August, 2016